**Susquehanna Symphony Orchestra**

**Members of the Board:**

Corporate:

President – Jim Weed

Vice President – Diane Sengstacke

Treasurer -- Rob Adkins

Secretary – Michele Martin

Appointed:

Personnel – Amy Wilkinson

Student Personnel – Anne Lehman

Publicity – Shannon Raum

Librarian – Maddie Clifton

Jessica Conklin

Laura Donall

Colleen Grotke

Mark Grotkey

Paul Koerner

Non-Voting:

Music Director - Sheldon Bair

Orchestra Manager – Megan Miller

**Board Meeting:** Sunday, 4 June 2017, 5:00 PM

Bandshell, Bel Air

**Attendees:** Rob Adkins, Sheldon Bair, Paul Koerner, Michele Martin, Megan Miller, Jim Weed, Amy Wilkinson. *Not a quorum.*

The Meeting was convened at 5:00 PM.

# Summary of Action Items from the Board Meeting

Jim

* E-mail a revised preliminary budget and request that Board Members send a vote electronically since a quorum was not achieved at the June meeting.
	+ Since we do not yet have confirmation on whether we will receive the higher amount requested from the Tourism Grant, base 2017-2018 budget numbers on receiving the same amount ($20,000) that was received last year. A revised budget will be voted on once the Tourism Grant funds are confirmed.
	+ Break out the “production” section of the projected expenses into “artistic budget” and “concert budget” to make it easier for members to reconcile the amounts Sheldon requests versus the costs for other aspects of putting on the concerts.
* Obtain a copy of the bi-laws and review, particularly with regards to how many members the Board can have. Distribute to officers and staff for review and revision of job descriptions.

# Board Member Reports

### Music Director Report

* Sheldon highlighted some known expenses for the 2017-2018 concert season:
	+ $2000 for a piece commissioned from James Lee III. Mr. Lee has applied for a new music grant of $8-10,000 and has asked only for the SSO to contribute the $2000 which, given that commissioned pieces normally go for $1000/minute and this will likely be a 30-minute piece, is a very nominal fee.
	+ Sheldon has already rented $1700 worth of music.
	+ Guest artists fees total $1900, plus the $1250 authorized for choral groups at the last Board meeting.
* For the October Reformation concert, Sheldon has so far heard from the Choral Society (~20 members), the Bel Air United Methodist & Welsh Choirs (~50 members), and a Lutheran Choir (~ 20 members). He is still awaiting word from Deer Creek Chorale. He would like 100-120 singers in total.
	+ While the Board did offer $1250 overall for choirs at $250 per group, that did not include any free tickets. Sheldon requests that *in lieu* of offering to pay the groups that we instead off 1 free ticket for a guest for each choir member.
	+ The Board Members present concurred that this could not only benefit by increase goodwill with the chorale groups but that it might also lead to additional future ticket sales if the guests enjoy the October concert.

### Treasurer Report

* Jim will re-work the budget based on the additional information from Sheldon and with a smaller estimated Tourism Grant award and send that out to all Board members for a vote by the end of this week.
	+ If the full $36,500 requested from the Tourism Grant is approved, that will allow for an increase in pay for the Orchestra Manager and Conductor and extra advertising expenditures.
* For the 2016-2017, the SSO had an approximately $3600 budget deficit but it was covered by the funds from the previous years’ surplus. There has not yet been a need to dip into the “rainy day fund”.

# Board Meetings

* Jim would like to schedule regular Board Meetings every other month and would prefer not to meet on weekends. He asked the other attendees about preferences for days/times. The consensus was that meeting on Mondays – probably the first Monday of the months of August, December, February, April, and June – would work for many people.
	+ Michele requested that meetings be at 6:00 PM or later due to her work schedule.
* Rob Adkins offered his office, which is in downtown Bel Air, as a meeting location for every month except February and April.
* Potential meeting locations for February and April include either Paul Koerner’s home or St. Matthew’s Lutheran Church.

# Concerts and Board Member Involvement

* Jim would like officers to review and perhaps revise their job descriptions; he will see what is in the bi-laws for them. This should include some idea of their involvement for setting up/supporting concert nights.
	+ The attending Members agreed that Board Members should be involved in the concerts, either as players or to assist with set-up or with selling tickets, concessions, merchandise, etc. We should not be relying on student volunteers and customers may feel more comfortable making purchases from adults.
* The Board should put together a “playbook” with step-by-step instructions for what needs to happen for each concert, including a seating diagram for the orchestra and accompanying musicians/singers. This can be based on the checklist discussed at recent pre-concert Board meetings but should contain more detail.

# New Members

* Jim would like to reach out to more people and build up the Board. He will check the bi-laws to see what the maximum size should be.
	+ He may make a pitch at the next concert to patrons who would be interested in joining the Board.
* It would be good to have a separate person – i.e., not the Orchestra Manager – take primary responsibility for writing and submitting grants. This will take some of the load off the Orchestra Manager’s plate.
* The person Paul was thinking of who might be interested in joining has now recently become involved with other major responsibilities and may no longer have the time.

The meeting was adjourned at 5:55 PM.

The next Board meeting will be on **Monday, August 7 (time TBD)** at **Bishop and Adkins, 612 Rock Spring Rd, Bel Air, MD 21014.**